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Wednesday, Apr. 26, 2017 @ 6p

IG

In just two short days Miranda Marshall, RN will discuss diabetes, obesity and hypertension among minorities. Be sure to mark your calendars for 10:30 a.m. on April 28. There will also be refreshments! #NMHM17 #Health #Louisiana



Wednesday, Apr. 26, 2017 @ 6p

FB, IG POST 12

FB

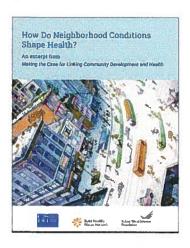
"A baby born in the poorest neighborhood in New Orleans is likely to live 25 years less than a baby born just four miles away in the most affluent neighborhood in the same city." This interesting finding comes from an article written on low income communities and their health conditions. Click the link below to read the full article, "How Do Neighborhood Conditions Shape Health?" to learn about the health issues that occur in poverty. #NMHM17 #Health #Louisiana

http://www.buildhealthyplaces.org/content/uploads/2015/09/How-Do-Neighborhood-Conditions-Shape-Health.pdf



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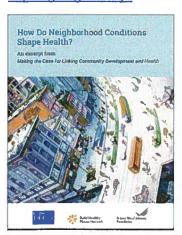


Thursday, Apr. 27, 2017 @ 1p

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https://goo.gl/PkA3jY



#NMHM17 #Health #Louisiana

Thursday, Apr. 27, 2017 @ 1p

FB, IG POST 13



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FB

ICYMI: here's the Office of Minority Health's Town Hall on Bringing Health Equity. #NMHM17 #Bridge2Health #Health #Louisiana

https://www.youtube.com/watch?v=h8v-xgCU-sE&feature=youtu.be

[YouTube video]

Thursday, Apr. 27, 2017 @ 3p

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https://goo.gl/5HauS8

[YouTube video]

Thursday, Apr. 27, 2017 @ 3p

FB, IG POST 14

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One of the major goals of public health is to achieve health equality. #NMHM17 #Bridge2Health #Health #Louisiana



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https://www.cdc.gov/minorityhealth/strategies2016/index.html

Thursday, Apr. 27, 2017 @ 5p

IG

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Thursday, Apr. 27, 2017 @ 5p

FB, IG POST 15

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The @OfficeofMinorityHealth suggests walking it out and talking out to relieve stress. #NMHM17 #Bridge2Health #Health #Louisiana

https://www.mentalhealth.gov/talk/index.html



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Thursday, Apr. 26, 2017 @ 7p

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W/O 4/17/17

FB, IG POST 1

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Mary Bird Perkins will be hosting its 10th annual Fest for Life at the Bon Carré Business Center this Saturday, Apr. 22 from 10 a.m. to 2 p.m. There will be free cancer screenings, blood pressure checks and other health services. Bring the whole family for a good time with free food, activities and entertainment! #NMHM17 #Health #Louisiana

https://marybird.org/olol/festforlife/

Tuesday, Apr. 18, 2017 @ 11:30a

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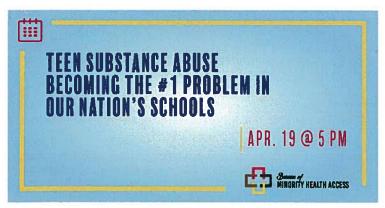


Tuesday, Apr. 18, 2017 @ 11:30a

FB, IG POST 2

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Don't miss Jonesboro Police Department Chief of Police J. "Spike" Harris as he presents "Teen Substance Abuse Becoming the #1 Problem in Our Nation's Schools" at the Jonesboro-Hodge High School Field House on Apr. 19 at 5 p.m. #NMHM17 #Louisiana #substanceabuse #teen



[graphic copy: Teen Substance Abuse Becoming the #1 Problem in Our Nation's Schools Apr. 19 @ 5 PM]

Tuesday, Apr. 18, 2017 @ 2p

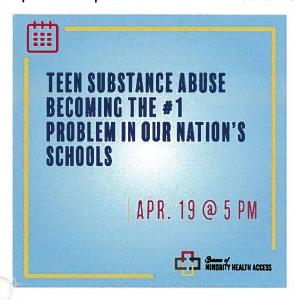
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FB, IG POST 3

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On Apr. 20, the Stepping Stones Counseling Agency in Jonesboro will be offering Mental Health Assessments from 9 a.m. to 12 p.m. #NMHM17 #MentalHealth #Louisiana



[graphic copy: Mental Health Assessments Apr. 20 9 AM – 12 PM]

Tuesday, Apr. 18, 2017 @ 4:30p



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[graphic copy: Mental Health Assessments Apr. 20 9 AM – 12 PM]

Tuesday, Apr. 18, 2017 @ 4:30p

FB, IG POST 4

FB

Learn more about the Louisiana Department of Health Bureau of Minority Health Access. #NMHM17 #Health #Louisiana

http://ldh.la.gov/index.cfm/subhome/15

Wednesday, Apr. 19, 2017 @ 10:30a

IG

Learn more about the Louisiana Department of Health Bureau of Minority Health Access. goo.gl/zafHta #NMHM17 #Health #Louisiana



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Wednesday, Apr. 19, 2017 @ 10:30a

FB, IG POST 5

FB

GirlTrek New Orleans will be participating in the 2017 Sista Strut Breast Cancer Walk. The 3K walk is Apr. 22 from 8 a.m. to 11 a.m. in Woldenberg Park. Sign up and strut! #NMHM17 #Louisiana #NewOrleans #GirlTrek #strut

http://www.girltrek.org/cass/sistas_strutting_in_new_orleans

Wednesday, Apr. 19, 2017 @ 12:30p

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[graphic copy: 2017 Sista Strut Breast Cancer Walk Apr. 22 8 AM - 11 AM]

Wednesday, Apr. 19, 2017 @ 12:30p

FB, IG POST 6

FB

The Harvest Baptist Church in Ferriday, La., is hosting a Boot Camp for all ages Apr. 22 at 10 a.m. #NMHM17 #HealthEquity #Louisiana

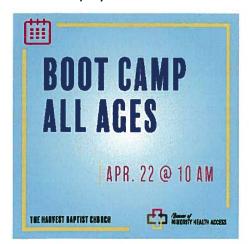


[graphic copy: Boot Camp All Ages Apr. 22 @ 10 AM]

Wednesday, Apr. 19, 2017 @ 3p

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[graphic copy: Boot Camp All Ages Apr. 22 @ 10 AM]

Wednesday, Apr. 19, 2017 @ 3p



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FB, IG POST 7

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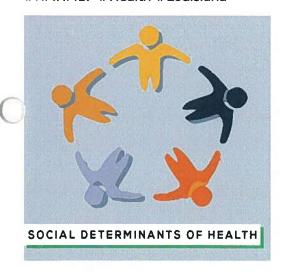
Learn more about how social environments can affect or determine quality of health. #NMHM17 #Health #Louisiana

https://www.cdc.gov/socialdeterminants/

Thursday, Apr. 20, 2017 @ 1p

IG

Learn more about how social environments can affect or determine quality of health. https://goo.gl/DSYk2O #NMHM17 #Health #Louisiana



Thursday, Apr. 20, 2017 @ 1p

FB, IG POST 8

FB

Education is one of the first steps to solving any problem, including health equity. The National Minority Health Month website is a great place to learn about the importance of minority health and what steps we can take to promote health equity. #NMHM17 #HealthEquity #Louisiana

https://minorityhealth.hhs.gov/NMHM17/

Friday, Apr. 21, 2017 @ 10:30a

IG



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Friday, Apr. 21, 2017 @ 10:30a

FB, IG POST 9

FB

New Living Word Ministries in Ruston, La., is holding a competition among their congregation and with another church to see who can rack up the most steps on their pedometer. Join now because the challenge ends April 28. #NMHM17 #HealthEquity #Louisiana



[graphic copy: Fit to Serve Health Competition Ends Apr. 28]

Friday, Apr. 21, 2017 @ 5p





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New Living Word Ministries in Ruston, La., is holding a competition among their congregation and with another church to see who can rack up the most steps on their pedometer. Join now because the challenge ends April 28. #NMHM17 #HealthEquity #Louisiana



[graphic copy: Fit to Serve Health Competition Ends Apr. 28]

Friday, Apr. 21, 2017 @ 5p

W/O 4/9/17

FB, IG POST 1

FB *POSTED*

Join us as we work to raise awareness during April for National Minority Health Month 2017!!! #NationalMinorityHealthMonth #MinorityHealth #Louisiana



[graphic copy: Get the Word Out!]

Thursday, Apr. 13, 2017 @ 3p

IG *POSTED*



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Join us as we work to raise awareness during April for National Minority Health Month 2017!!! #NationalMinorityHealthMonth #MinorityHealth #Louisiana



[graphic copy: Get the Word Out!]

Wednesday, Apr. 12, 2017 @ ASAP

FB, IG POST 2

FB

This year's theme for National Minority Health Month is "Bridging Health Equity Across Communities." Improving minority health is a community effort. If we work together, we can do it! #NMHM17 #Health #Louisiana



Thursday, Apr. 13, 2017 @ 3p

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Thursday, Apr. 13, 2017 @ 3p



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W/O 4/24/17

FB, IG POST 1

FB

"African Americans adults who smoke are less likely than adult white smokers to quit smoking as they age." Read more about African Americans and tobacco use below. #NMHM17 #Health #Louisiana

https://blogs.cdc.gov/healthequity/2016/07/22/african-americans-and-tobacco-use-2/

Monday, Apr. 24, 2017 @ 5:30p

IG

"African Americans adults who smoke are less likely than adult white smokers to quit smoking as they age." Read more about African Americans and tobacco use below. https://goo.gl/BEwzpS #NMHM17 #Health #Louisiana



FB, IG POST 2

FB

Make sure you visit Grambling State University's Track & Field tomorrow as their Kinesiology Sport & Leisure Studies Department hosts a Minority and Multicultural Health event that will feature fitness challenges amongst 100 students. #NMHM17 #Health #Louisiana



Monday, Apr. 24, 2017 @ 7:30p





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Monday, Apr. 24, 2017 @ 7:30p

FB, IG POST 3





#NMHM17 #Health #Louisiana

Tuesday, April 25 @ 11:30a

IG







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#NMHM17 #Health #Louisiana

Tuesday, April 25 @ 11:30a

FB, IG POST 4

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As we all know, there are several disparities within minorities' health. Check out the article below to learn more about the health consequences of alcohol use amongst minorities. #NMHM17 #Health #Louisiana https://www.niaaa.nih.gov/alcohol-health/special-populations-co-occurring-disorders/diversity-health-disparities

Tuesday, April 25 @ 2:30p

IG

As we all know, there are several disparities within minorities' health. Check out the article below to learn more about the health consequences of alcohol use amongst minorities. https://goo.gl/WWI7IN #NMHM17 #Health #Louisiana



Tuesday, April 25 @ 2:30p

FB, IG POST 5

FB

Kentwood has got an awesome event planned tonight to inform citizens on diabetes and hypertension. Make sure you stop by! There will even be door prizes. #NMHM17 #Health #Louisiana



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Tuesday, April 25 @ 4p

IG

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Tuesday, April 25 @ 4p

FB, IG POST 6

FB

The U.S. Department of Health and Human Services Office of Minority Health suggests that now is the time to take action to get involved and informed with National Minority Health Month. Learn how you can do just that by visiting the website. #NMHM17 #Health #Louisiana

https://www.minorityhealth.hhs.gov/nmhm17/

Tuesday, April 25 @ 6p

IG





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Tuesday, April 25 @ 6p

FB, IG POST 7

Be sure to check out the Chief of Police, J. "Spike" Harris' presentation, "Finding That Zone and Being On A Natural High. How to Say No To Drugs" tomorrow at Jonesboro-Hodge High School Field House.



Wednesday, Apr. 26, 2017 @ 7:30p

IG

Be sure to check out the Chief of Police, J. "Spike" Harris' presentation, "Finding That Zone and Being On A Natural High. How to Say No To Drugs" tomorrow at Jonesboro-Hodge High School Field House.

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Wednesday, Apr. 26, 2017 @ 7:30p

FB, IG POST 8

FB

It is essential to know how to prevent heart disease, strokes and diabetes. To learn more about these conditions, visit the Jonesboro Housing Authority Meeting room today between 10 AM and 12 PM. #NMHM17 #Health #Louisiana



Wednesday, Apr. 26, 2017 @ 10a

IG

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#NMHM17 #Health #Louisiana



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Wednesday, Apr. 26, 2017 @ 10a

FB, IG POST 9

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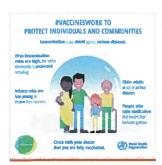
Vaccinations are important. Be sure to check that you and your loved ones are fully vaccinated to shield against diseases. #NMHM17 #Health #Louisiana



Wednesday, Apr. 26, 2017 @ 1p

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Wednesday, Apr. 26, 2017 @ 1p



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FB, IG POST 10

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Suffering from traumatic events impacts the mental and physical well-being of more than just the individual affected. It also affects their families and communities. Visit the link below for resources to help those who have experienced traumatic events. #NMHM17 #Health #Louisiana

https://www.minorityhealth.hhs.gov/omh/browse.aspx?lvI=2&lvlid=85



Wednesday, Apr. 26, 2017 @ 3p

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Wednesday, Apr. 26, 2017 @ 3p

FB, IG POST 11

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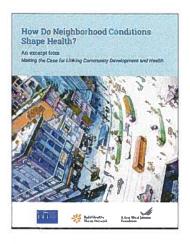
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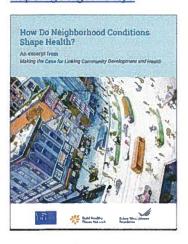


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#NMHM17 #Health #Louisiana

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FB, IG POST 13





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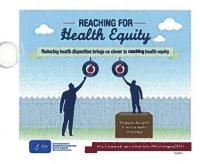


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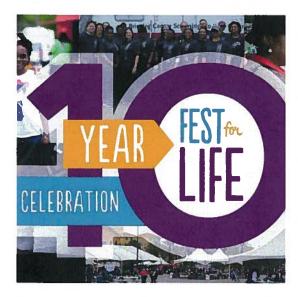
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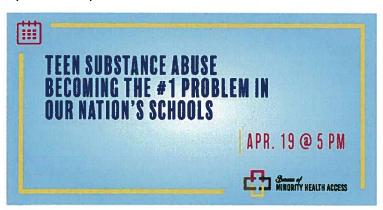


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[graphic copy: Teen Substance Abuse Becoming the #1 Problem in Our Nation's Schools Apr. 19 @ 5 PM]

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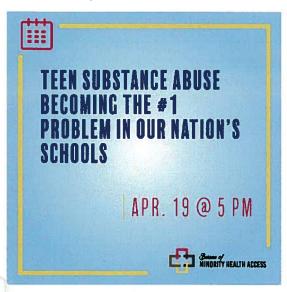




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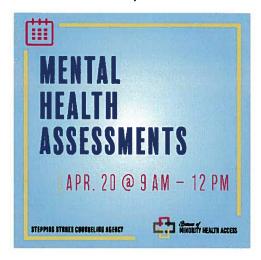
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Tuesday, Apr. 18, 2017 @ 4:30p

FB, IG POST 4

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http://ldh.la.gov/index.cfm/subhome/15

Wednesday, Apr. 19, 2017 @ 10:30a

IG

Learn more about the Louisiana Department of Health Bureau of Minority Health Access. goo.gl/zafHta #NMHM17 #Health #Louisiana



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Wednesday, Apr. 19, 2017 @ 10:30a

FB, IG POST 5

FB

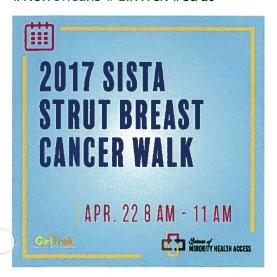
GirlTrek New Orleans will be participating in the 2017 Sista Strut Breast Cancer Walk. The 3K walk is Apr. 22 from 8 a.m. to 11 a.m. in Woldenberg Park. Sign up and strut! #NMHM17 #Louisiana #NewOrleans #GirlTrek #strut

http://www.girltrek.org/cass/sistas strutting in new orleans

Wednesday, Apr. 19, 2017 @ 12:30p

IG

GirlTrek New Orleans will be participating in the 2017 Sista Strut Breast Cancer Walk. The 3K walk is Apr. 22 from 8 a.m. to 11 a.m. in Woldenberg Park. Sign up and strut! https://goo.gl/a0dBcR #NMHM17 #Louisiana #NewOrleans #GirlTrek #strut







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[graphic copy: 2017 Sista Strut Breast Cancer Walk Apr. 22 8 AM - 11 AM]

Wednesday, Apr. 19, 2017 @ 12:30p

FB, IG POST 6

FB

The Harvest Baptist Church in Ferriday, La., is hosting a Boot Camp for all ages Apr. 22 at 10 a.m. #NMHM17 #HealthEquity #Louisiana

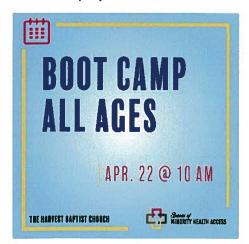


[graphic copy: Boot Camp All Ages Apr. 22 @ 10 AM]

Wednesday, Apr. 19, 2017 @ 3p

IG

The Harvest Baptist Church in Ferriday, La., is hosting a Boot Camp for all ages Apr. 22 at 10 a.m. #NMHM17 #HealthEquity #Louisiana



[graphic copy: Boot Camp All Ages Apr. 22 @ 10 AM]

Wednesday, Apr. 19, 2017 @ 3p



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FB, IG POST 7

FB

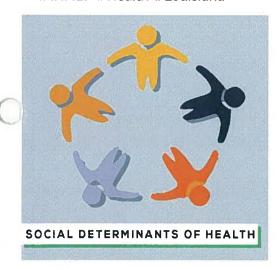
Learn more about how social environments can affect or determine quality of health. #NMHM17 #Health #Louisiana

https://www.cdc.gov/socialdeterminants/

Thursday, Apr. 20, 2017 @ 1p

IG

Learn more about how social environments can affect or determine quality of health. https://goo.gl/DSYk2O #NMHM17 #Health #Louisiana



Thursday, Apr. 20, 2017 @ 1p

FB, IG POST 8

FB

Education is one of the first steps to solving any problem, including health equity. The National Minority Health Month website is a great place to learn about the importance of minority health and what steps we can take to promote health equity. #NMHM17 #HealthEquity #Louisiana

https://minorityhealth.hhs.gov/NMHM17/

Friday, Apr. 21, 2017 @ 10:30a

IG



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Education is one of the first steps to solving any problem, including health equity. The National Minority Health Month website is a great place to learn about the importance of minority health and what steps we can take to promote health equity. https://goo.gl/mhtqPq #NMHM17 #HealthEquity #Louisiana



Friday, Apr. 21, 2017 @ 10:30a

FB, IG POST 9

FB

New Living Word Ministries in Ruston, La., is holding a competition among their congregation and with another church to see who can rack up the most steps on their pedometer. Join now because the challenge ends April 28. #NMHM17 #HealthEquity #Louisiana



[graphic copy: Fit to Serve Health Competition Ends Apr. 28]

Friday, Apr. 21, 2017 @ 5p



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New Living Word Ministries in Ruston, La., is holding a competition among their congregation and with another church to see who can rack up the most steps on their pedometer. Join now because the challenge ends April 28. #NMHM17 #HealthEquity #Louisiana



[graphic copy: Fit to Serve Health Competition Ends Apr. 28]

Friday, Apr. 21, 2017 @ 5p

W/O 4/9/17

FB, IG POST 1

FB *POSTED*

Join us as we work to raise awareness during April for National Minority Health Month 2017!!! #NationalMinorityHealthMonth #MinorityHealth #Louisiana



[graphic copy: Get the Word Out!]

Thursday, Apr. 13, 2017 @ 3p

IG *POSTED*



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Join us as we work to raise awareness during April for National Minority Health Month 2017!!! #NationalMinorityHealthMonth #MinorityHealth #Louisiana



[graphic copy: Get the Word Out!]

Wednesday, Apr. 12, 2017 @ ASAP

FB, IG POST 2

FB

This year's theme for National Minority Health Month is "Bridging Health Equity Across Communities." Improving minority health is a community effort. If we work together, we can do it! #NMHM17 #Health #Louisiana



Thursday, Apr. 13, 2017 @ 3p

IG

This year's theme for National Minority Health Month is "Bridging Health Equity Across Communities." Improving minority health is a community effort. If we work together, we can do it! #NMHM17 #Health #Louisiana







4600 Sherwood Common Blvd., Suite 301 | Baton Rouge, Louisiana 70816
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maranda@octagonmedia8.com

EDUCATION

Xavier University of Louisiana
Bachelor of Arts Degree, Graduated May 1999
Fine Art/ Mass Communications with a concentration in Marketing

QUALIFICATIONS

- *Certified Arbitron Radio PPM Specialist
- *Proficient in Lotus Notes, QuickBooks, Microsoft Word, Excel, PowerPoint, and Outlook
- *Media Buying Software: Nielsen, Arbitron, Strata, Strata 11, SmartPlus, SMBS, Scarborough, Media Audit, MRI, Tapscan, Qualitap, Smart Plus, SQAD, Donovan Systems, TV Prebuy, Adviews, Compete, AS400, IMS, @Plan, comScore, DoubleClick, Google Analytics, Adwords and AdRelevence

ACHEIVEMENTS

Nominated "2016 and 2014 Most Influential Women In Business" by the Baton Rouge Business Report "2011 Member of the Year" Women in Media of Baton Rouge "2009 Advertising Agency Professional" of the Year by Women in Media of Baton Rouge

EXPERIENCE

Octagon Media - Owner + Media Guru

November 2012- present

Accounts: AARP, Baton Rouge Community College, Raising Cane's River Center, YMCA, Department of Hospitals, Party Time, River Parish Foods, Louisiana Department of Environmental Quality and Keep Louisiana Beautiful *Provide effective leadership in developing, implementing and evaluating strategies for solid and comprehensive advertising campaigns.

- *Identify the target audience and recommend how best to communicate to that audience based on the given goals/ objectives.
- *Negotiate with media sales companies to obtain the best rates and most appropriate media opportunities in online, TV, radio, OOH and print advertising.

Director of Communications and Marketing - Louisiana State University March 2013-June 2013

*Develop targeted, consistent messages aimed at increasing the brand position of Auxiliary Services and its related units by planning, budgeting and executing advertising for the *Student Union, Union Theater, Art Gallery, Barbershop, Leisure Arts & Classes, Child Care Center, LSU Dining, Barnes & Noble at LSU and Event Management.**Research, write and edit content for a variety of department collateral, including brochures, newsletters, annual reports, website, advertisements, direct mailers, emails, press releases and fundraising appeals.
*Supervising marketing assistant, graphic designers, communications specialist, videographers and photographers.

Media Supervisor - Peter A. Mayer Advertising, Inc.

July 2004-March 2013

Accounts: Ochsner Health System, Mary Bird Perkins, Piccadilly Restaurants, New Orleans Saints, Hancock-Whitney Bank, Copeland's Restaurants, Paragon Casino Resort, Harrah's, Audubon Institute, New Orleans Tourism, Zatarains, New Orleans Jazz & Heritage Festival, Louisiana Department of Culture, Recreation & Tourism and Louisiana Economic Development

- *Active leadership role within a multi-functional media department; supervising buyers, coordinators, and assistants.
- *Responsible for providing media recommendations and marketing strategies to achieve results based on objectives such as branding, crisis communication, grand openings, recruitment, product services, consumer awareness, growth and sales for local, regional and national clients.



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- *Present recommendations internally and externally explaining and/or persuading media strategy and rationales.
- *Monitor and amend media plans and buys based on environment, trends, competitive, economic conditions, consumer habits, community relations, and statistical research.
- *Evaluate, negotiate, and purchase traditional, non-traditional, and online media for multi-million dollar budgets annually.
- *Coordinate and execute added value, promotions, sponsorships, and partnership opportunities.
- *Reconcile media invoices/billing, discrepancies and initiate corrective action if necessary.
- *Perform on-going analysis by tracking, measuring, and evaluating media buys to ensure delivery and effectiveness.

Operations Manager, Corporate - Al Copeland Investments, Inc.

October 2003-June 2004

- *Supervised and coordinated the day-to-day responsibilities of the Operations department.
- *Provided support to the CEO and other key executives.
- *Evaluated, recommended, and developed systems, policies, and procedures that provided cohesiveness and positive relationships between the field, consumers, and corporate office; overall the communications hub.
- *Created, initiated, and managed all aspects of the "RSUCCESS" and "Daily Score" programs which were utilized as measurement tools to oversee and efficiently maintain over 20 company-owned and 20 franchise Copeland's of New Orleans and Copeland's Cheesecake Bistro restaurants.
- *RSUCCESS report results were used to review strengths and weaknesses of internal programs; as well as to implement operational modifications and marketing improvements.
- *Planned, organized, and facilitated staff training, tours, and seminars.

Media Director- The Montalbano Group

April 2003- October 2003

- *Handled all media and communications.
- *Supervised staff and managed human resource function within the department including performance reviews and professional development.
- *Developed strategic media plans and implemented advertising solutions for over thirty car dealerships throughout the United States utilizing television, radio, print, and outdoor.
- *Led efforts and executed automotive advertising campaigns effectively while fostering the most effective use of media expenditures.

Marketing Specialist - McCann-Erickson/ LCI

July 2000-October 2002

Accounts: General Motors-National and Dealer Groups (all brands), Nestle, Sony Motion Pictures, Nationwide Insurance, Lowes, Kohl's, Supercuts, and Popeye's Fried Chicken & Biscuits.

- *Designed marketing programs to support the expansion, growth of services, and products for various regional and national accounts.
- *Researched, analyzed, and interpreted qualitative and quantitative data.
- *Planned, negotiated, and bought broadcast television, cable, outdoor, and radio advertising.
- *Optimized media vehicles; ensured that the client messages were adequately exposed to the proper audience by monitoring campaigns weekly and through pre/post-buy analysis reporting.
- *Approved and cleared media invoices, reconciled discrepancies, and initiated corrective action when necessary for \$1.2 million in media billing per quarter.

Continuity Director - Paxson Communications/ WPXL-TV Channel 49

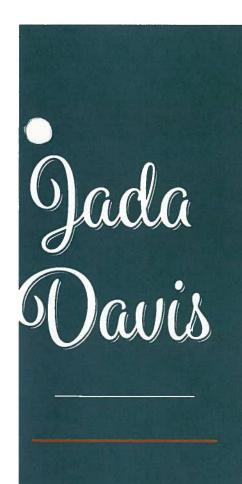
August 1999-July 2000

- *Directly reported to the General Manager.
- *Responsible for the continuity between all departments.
- *Supervised and monitored promotions, community relations, and various events.



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- *Prepared weekly projection, skim, and avail documents used to monitor revenue and income objectives to forecast plans and increase market share for the Account Executives.
- *Assisted traffic department; entered sales contracts in OSI system and monitored logs to ensure proper rotation of commercials.
- *Generated pre-emption reports and reconciled broadcast logs daily.







jadadavis1025@gmail.com



www.linkedin.com/jadaldavis

education

Southeastern Louisiana University
Bachelor of Arts in Mass Communication | Concentration: Public Relations

experience

Octagon Media | Baton Rouge, LA | July 2016 - Present

Project Manager + Public Relations Coordinator

- Set deadlines and monitor timeline of client projects
- Obtain and maintain media contact lists
- Draft and distribute press releases
- Strategize creative ideas for various clients' branding
- Manage social media accounts

The Gagliano Group | Hammond, LA | May 2016 - Aug. 2016

Public Relations Intern

- Generate content for social media posts and reach over 20,000 people
- Research demographics and develop strategic methods to reach targeted audienes for marketing campaigns in Southeast Louisiana
- Write quarterly newsletters informing patrons of library services at Tangipahoa Parish Libraries

USS KIDD Veterans Museum | Baton Rouge, LA | May 2015 - June 2016 Communication Intern

- Designed and distrubited signange in over 20 Downtown Baton Rouge businesses
- Planned and lead monthly event for 750+ visitors
- Supervised and developed tasks for 10+ volunteers for various special events
- Serve as person of contact for sponsors and vendors for special events

North Oaks Medical Center | Hammond, LA | March 2015- Jan 2016 Marketing Volunteer

- · Proof newsletters and staff emails
- · Ensure all collateral materials coordinate with North Oaks branding
- · Update flyers and promotional items throughout the hospital

skills

- Marketing
- Project management
- Team leadership
- Microsoft Office
- Event planning

involvement

- Public Relations Association of Louisiana
- Public Relations Student Society of America
- Student United Way
- Relay for Life

KAITLYN B. JONES

Education

Louisiana State University (May 2014)

B.A. Mass Communication

Concentration: Digital Advertising Minors: Business Administration

and Anthropology

GPA: 3.80 (Magna Cum Laude)

Contact



kjones@eatel.net



www.kaitlynbjones.com

<u>Interests</u>



Writing



Film &



Reading



Basketball



Outdoors



Travel

Experience

Octagon Media (2015-Present)

Content Marketing + Media Coordinator

- : Write, edit and proofread copy for marketing communications
- : Develop creative concepts for campaigns and client deliverables
- : Reconcile media invoices and assist with media billing and research
- : Communicate with clients to address questions, needs and concerns
- : Write and coordinate responses to requests for proposals (RFPs)
- : Conduct event settlements, including invoices and proof of performance
- : Managed creation of social media pages and their respective content

LSU AgCenter, W. A. Callegari Environmental Center (2010 – 2014)

Student Worker | Administrative Assistant (May 2014 - Oct. 2014)

- : Maintained website content
- : Wrote, reviewed and edited articles for online publication
- : Redesigned pesticide webpage using AgCenter CMS (2014)
- : Prepared and organized workshop materials
- : Performed general office duties (phones, filing, invoicing)
- : Created spreadsheets to promote organization and efficiency
- : Assisted in training of new employees

LSU AgCenter, IT Department (2012 - 2014)

Student Worker | Administrative Assistant (May 2014 - July 2014)

- : Moderated (edited and approved) website content
- : Developed online education modules
- : Organized website photo galleries
- : Promoted search engine optimization (SEO) to facilitate site use
- : Organized spreadsheets to promote efficiency of projects
- : Assisted in orientation and training of succeeding employee

Vanguard Technologies, Inc. (2009 – 2013)

Executive Assistant

: Reviewed and edited reports, letters and technical documents

Skills

- : Proficient in Microsoft Office Suite
- : Experience in Adobe Photoshop, Illustrator, InDesign, Flash and Dreamweaver
- : Experience in STRATA and SBMS
- : Excellent writing and editing abilities
- : Knowledge of web content management systems (CMS)
- : Proficient in use of social media (Facebook, Twitter, Instagram, Snapchat, etc.)
- : Experience in presentation software Keynote and Prezi
- : Adept in operation of Simmons OneView
- : Effective as both team member and leader
- : Tenacious work ethic and eagerness to learn